

MOVIE NIGHT



Management Checklist



Document Check

1. Risk assessment form
2. Poster on school gate
3. DBS check

Ticket Sale

4. Contact School to setup ParentPay for ticket sale
5. Poster Design
6. Text (Parent Mail, Classlist, WhatsApp groups)
7. Movie selection (DVD only)

Volunteer

8. Recruiting advert (Classlist , WhatsApp)
9. Teacher volunteer (at least 2 for each section)
10. Parent volunteer (at least 3 for each section, 5 will be ideal)
11. First Aider

Equipments & Shopping

12. Check screens and protectors
13. Test DVD player
14. Check shopping delivery schedule
15. High V jacket for volunteer (Optional)

Preparation & Time

Food & Drink

1. Ready-Made Salty Caramel Popcorn 3kg

<https://popcornandcandyfloss.com/collections/ready-made-popcorn/products/ready-made-salty-caramel-popcorn-3kg-1>

Approximately 100 portions per pack (3kg)

2. Cone-o-Corn Popcorn Cones

(NOT A GOOD OPTION THO)

https://popcornandcandyfloss.com/products/popcorn-cones?_pos=3&_sid=cd503c2c4&_ss=r

3. Children bring their own WATER BOTTLE

TIME

3:30 - 5:45 pm

From Parents' Room

1. Popcorn Machine
2. Cups for Popcorn*
3. Rubbish bag / box
4. Recycle bag
5. Pens (marking on Popcorn Cone)
6. Kitchen Paper / Tissue Paper
7. Table Cloth
8. Brushes for table cleaning

Volunteers

1. About 4-5 volunteers per floor (inc teacher volunteer)
2. First Aider needed

****Teacher volunteers needed***



PROGRESS

Check-in

1. Go the appropriate hall
Straight after school

****Teacher Volunteers needed***



Collect Popcorn

1. Collect CONE
2. Make a mark on the CONE
on every collection of
popcorn
3. TWO portions of popcorn
per person

3 Volunteers



Movie

1. Movie time



Pick-up

1. Pick-up as usual

****Teacher Volunteers needed***



ROLE & SCHEDULE

Before 3:15pm

Space Setup

1. Setup table for popcorn machine and popcorn
2. Test DVD and equipments
3. Take a photo of the original space layout

3:15 - 3:30pm

Check-in

1. Collect popcorn at the table
2. Get seated

3:30 - 5:30pm

Movie Time

1. Volunteers (with **DBS**) have to **check the toilet regularly**, every 15 min.
2. Walk around.

5:30 - 5:45pm

Pickup

1. **Teacher Volunteers in charge of pickup**
2. Reset table layout according to the photo.
3. Tidy up and remove rubbish.



Thank you very much for volunteering

Please remember that your warm heart contributes a lot to all these events. These events aim to enrich your children's experience, and to fund-raise for the school that directly benefits the kids.